



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF TELECOMMUNICATIONS MANAGEMENT

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: ALL STATE AGENCIES

FROM: F. Derald Kirkland, IT Telecommunications Administrator  
Office of Telecommunications Management *FDK*

RE: Delegation of Authority for Telecommunications Requests 2005-01  
State Executive Branch Agencies

DATE: January 28 2005

This delegation is issued pursuant to my authority under RS39:140 and replaces my previous delegation, 2004-01, issued April 15, 2004.

Effective February 1, 2005, the Office of Telecommunications Management (OTM) hereby delegates the development and review of technical specifications without prior written approval by OTM to agencies commensurate with their existing State Purchasing delegated purchasing authority in other commodity areas and in accordance with the latest Governor's Executive Order for "Small Purchases", for specific telecommunications supplies, equipment, and services listed below:

- Radio Equipment such as receivers, scanners, batteries, chargers, battery conditioners/analyzers, Citizen Band (CB) radios, Family Radio Service (FRS) radios, Multi-Use Radio Service radios, cases, speakers, microphones, replacement antennas, surveillance equipment for law enforcement use such as body microphone radios and associated receiving equipment, wildlife tracking transmitters, and personal electronic monitoring devices and systems (used by the Department of Corrections)
- Emulators
- Intercom, and \*Paging Systems
- Television Receive-only (TVRO) Equipment
- Global Positioning Systems (GPS) Equipment
- Telephone Equipment and Accessories not on contract such as:
  - Desk sets, 1-2-3 line
  - Speakerphones
  - Cordless phones
  - Conference phones
  - LSI's
  - Headsets

#### Dialing and Answering apparatus

- Additions to existing Videoconferencing , \*EKS and \*PBX systems not on contract
  - Replacement parts for the repair and maintenance of existing consoles, Videoconferencing, EKS and PBX systems not on contract
  - Service contracts for the maintenance of telecommunications equipment (pagers, \*telephone systems, video conferencing systems) not on contract
  - Telecommunications software upgrades to existing Videoconferencing, EKS or PBX systems not on contract
  - Commercial Internet Subscriptions not exceeding \$1,500 per year
  - Towers and the rental of tower space
  - Answering services
  - UPS's and power supplies
- \* Agencies should send a copy of the purchase order to OTM when purchasing these items so that OTM can maintain equipment brand, contractor name, and warranty information in our Help Desk database. Fax or mail a copy to the OTM Contracts Administrator at (225) 342-7984, P.O. Box 94280, Baton Rouge, LA 70804.

Agencies bidding for the above goods and services within their delegated purchasing authority must follow purchasing laws, rules, and regulations, applicable Executive Orders, and internal policies. All requisitions for the above items exceeding an agency's delegated purchasing authority must be approved by OTM prior to bidding.

Telecommunications supplies, equipment and services not shown on the above list are specifically excluded from this delegation and MUST be procured from a statewide telecommunications contract or a line of service in the OTM Catalog of Services, when available, unless specifically exempted by OTM and the Office of State Purchasing. If a statewide telecommunications contract does not exist or a line of service is not available, agencies MUST contact the OTM Procurement Officer at (225) 342-4649 for assistance. Agencies should be aware that their approved delegated purchasing authority by State Purchasing and the Governor's Small Purchase Executive Order does not affect an agency's statutory responsibility to obtain OTM approval.

In addition, it is not necessary for OTM to review requests for Nurse Call Systems used in hospitals and similar facilities and Rescue Phone Crisis Response Telephones. Therefore, agencies do not require approval from OTM before purchase; however, OTM cautions agencies to follow purchasing laws, rules and regulations, applicable Executive Orders and internal policies when purchasing these items.

If there is any uncertainty regarding the procurement process for telecommunication's goods and services, contact the OTM Procurement Officer at (225) 342-4649.

FDK/TG/nc